

What are the 18th MEDCOM Performance Evaluation Requirements for GS employees?

References: AR 690-400, TAP Evaluation System
18th MEDCOM Policy Memo 5-3, Civilian Awards Program
18TH MEDCOM Policy Memo 5-5, Civilian Personnel Management

Introduction: The purpose of this fact sheet is to aid supervisors in preparing GS Performance Plans and Performance Appraisals, but keep in mind, this is an unofficial document. The regulations referenced above are the official guidance on completing and processing awards.

All 18TH MEDCOM civilian employees should be rated annually to meet the requirements of AR 690-1, USFK 690-1 and JCAHO. Army regulations require annual performance evaluation on all GS employees. It also requires annual performance plans on all employees. In addition, JCAHO compliance requires all health care employees to receive an annual evaluation to determine if they are performing to standards in their job. Using the current GS Performance Evaluation System is the best way to meet the JCAHO requirement. The time periods for doing evaluations are listed in this fact sheet.

IMPORTANT! Should you put an employee in for a performance award, the past year's performance plan must accompany the **Performance Award Package** for it to be processed. This is in accordance with 18th MEDCOM Policy 5-3, Paragraph 7a.

What are the 18th MEDCOM performance evaluation requirements for GS employees?

PERFORMANCE APPRAISAL – The objectives of the Total Army Performance Evaluation System (TAPES) are:

1. Communicating organizational goals and priorities as well as Army values and ethics to employees
2. Establishing individual expectations for performance that reflect organizational goals and priorities
3. Facilitating frequent discussion among the Ratee (employee) and the rating chain about performance, expectations, professional development, and DA values and ethics
4. Providing an environment where all understand that they are important members of the Army Team – in which they are recognized for their achievements, counseled and assisted in areas in which they can improve, encouraged to take responsibility for doing things better and to support team endeavors, and challenged to develop professionally and to perform at their full potential
5. Requiring annual written individual performance evaluations that provide supervisors and managers with the tools for:
 - (a) Systematic assessment of performance results achieved to make sound plans and decisions concerning compensation, training, rewards, reassignments, promotions, reductions in grade retention, reductions in force, and removal

(b) A sound and continuing basis for effective supervisor-subordinate partnerships in pursuit of common goals

ANNUAL RATING. An employee must have the opportunity to work under an approved performance plan for 120 days before receiving a rating. The first rating cycle may be less or more than one year in order to accommodate the employee into the appropriate cycle. An early annual appraisal should be prepared for an employee if either the employee or the supervisor departs with 120 days or less left in the rating period. Also, if the employee qualifies for Executive Order 12721 (Noncompetitive Appointment of Former Overseas Employees), the employee should receive an annual rating on the day the employee departs the position, regardless of how long the employee has been working under the standards or how long it has been since the employee's last rating.

PERFORMANCE APPRAISAL PERIOD

<i>EMPLOYEE CATEGORY & GRADE</i>	<i>RATING PERIOD</i>	<i>NLT DUE TO DCSRM</i>
GS 1 – 5	1 May – 30 April	20 May
GS 6 – 8	1 February – 31 January	20 February
GS 9 – 12	1 November – 31 October	20 November
GS 13 and Above	1 July – 30 June	20 July

So what happens if someone leaves in the middle of the appraisal year?

If it's been over 120 days since the close-out of the last appraisal period, and if that person is going to another Federal position, write that person a special appraisal which will be sent to the gaining unit/supervisor for consideration/inclusion in the next annual performance appraisal.

If it's been less than 120 days between the last appraisal and the departure of the employee, or if that person is retiring or going to a non Federal job, no appraisal is required.

So what happens if I just became the rater for several folks and the performance evaluation is due in 90 days?

You must have a minimum of 120 days supervision on an employee to render an evaluation. Two options are at your disposal. 1.) If it is no more than 2 or 3 weeks, hold off on writing the evaluation until you have 120 days supervising the employee. 2.) Have the next rater in the supervisory chain write the evaluation if they have been in the supervisory chain for at least 120 days and are aware of the persons accomplishment.

Steps in the Employee Performance Evaluation Cycle for GS employees

STEP 1

The rater/supervisor should develop a performance plan that is presented to an employee for review and signature within 30 calendar days of the beginning of the rating period or if the employee is new, within 30 days after reporting to the new job. A copy of this performance plan, once signed, should be sent to 18th MEDCOM DCSRM for placement in the employee's personnel folder. The employee should be given a copy and the supervisor should keep the original for later usage. Documents you should use for the performance plan and evaluation are listed at the end of this fact sheet.

a. Employee and supervisor signed copy of DA Form 7223-1 (Performance Plan), for GS employees grades GS-1 through GS-8. Please note that DA Form 7223-1 is used for the performance plan and DA Form 7223 is used for the Annual Evaluation.

b. Employee and supervisor signed copy of DA Form 7222-1 (Performance Plan), for GS employees grades GS-9 through GS-15. Please note that DA Form 7222 is used for the Performance Evaluation.

In the Department of the Army the performance plan is also known as either a Counseling Checklist in the Base System (applies to GS-1 through GS-8) or a Support Form in the Senior System (applies to GS-9 through GS-15). The performance plan consists of responsibilities for the Base System and objectives for the Senior System. The responsibilities and objectives are also known as standards. The standards are the measure or yardstick to determine how well the employee performed each responsibility or objective. **The supervisor will re-certify the plan, or establish a new plan, on an annual basis within 30 days of the beginning of each new rating period.**

Step 2

MIDPOINT PROGRESS REVIEW. The supervisor is required to hold a midpoint progress review with the employee to discuss performance. This review is held at the midpoint of the rating period. The supervisor and employee should discuss the performance plan. Modifications may be made as needed to ensure the employee is meeting the performance plan objectives. The original performance plan should be signed and dated by the rater and employee. A copy should be given to the employee and the original should be kept by the rater for future use.

MIDPOINT REVIEW DATES		
Grade Range	Rating Cycle	Midpoint Review
GS/GM/ 13 and above	1 Jul – 30 Jun	1 Jan
GS 9-12	1 Nov – 31 Oct	1 May
GS/ 6-8	1 Feb – 31 Jan	1 Aug
GS 1-5	1 May – 30 Apr	1 Nov

Step 3

At the end of the performance evaluation period, an annual appraisal is done. The appraisal is discussed with the employee, and both parties (employee and rater) sign it. It should be noted that at this point, the appraisal should have three signatures and dates for each person. The beginning, mid-point and ending. A copy is given to the employee and the rater keeps the original for processing. If further endorsements are made to the evaluation, such as senior rater, once all endorsement is completed, another copy should be given to the employee.

Five different overall performance rating levels exist in the TAPES system:

- Successful Level 1
- Successful Level 2
- Successful Level 3
- Fair
- Unsuccessful

The criteria used to determine the overall performance rating depends on factors such as the number of "excellence," "success," "needs improvement," and "fail" ratings received per standard/objective, whether the employee is covered by the Base Level or Senior Level System, and whether the employee is in a supervisory or non-supervisory position.

Employees may review AR 690-400, Chapter 4302, Total Army Performance Evaluation System for more information.

Step 4.

Once the performance evaluation is completed, the employees get a copy, and the original should be sent to 18th MEDCOM DCSRM for processing. Once processed, a copy is placed in the employee folder in DCSRM and the original is sent to Area II CPAC.

SPECIAL RATING. A special rating will be prepared if the employee is reassigned to another position or the supervisor leaves with more than 120 days left in the rating cycle. Also, a performance plan and special appraisal will be prepared if the employee is detailed to another position for 120 days or more.

SUMMARY

It is vital that supervisors know their employees duties and responsibilities and it is equally important the employees know what they must do to attain the "Success" level and what is expected of them. Employees should be encouraged to participate in the development of their work plan, however, the final determination of objectives/responsibilities and standards rests with the supervisor/rater. During the initial discussion of the work plan, the rater and employee should discuss the Army values and ethics and how they relate to the employee.

The work plan or performance plan must be reviewed and approved by the rater before it can be implemented. In some instances, senior rater approval is also required. Performance plans become effective on the date they are signed/initialed by the rater (or the senior rater, when one is used). Therefore, it is important for the responsible official to initial and date the performance plan to

indicate his/her approval. The sequence for initialing the counseling checklist/support form is as follows: the ratee, the rater, the intermediate rater (if used), and the senior rater (if used).

Raters must discuss work plans with their employees and ensure they initial the final plan. Discussions should take place within 30 days after assignment into the position, at the beginning of the annual rating period, at the end of the annual rating period, and periodically during the rating cycle. Record such discussions on the Support Form (DA Form 7222-1) or the Counseling Checklist (DA Form 7223-1). The midpoint discussion needs to be documented by initialing on the performance plan. Each year the work plan is reviewed for currency and recertified by the rater, the senior rater (if used), and the employee.

Each of the two subsystems has two forms.

1. Performance Plans -- Both the Base and Senior Systems have a performance plan form (DA Form 7223-1 for the Base, and 7222-1 for the Senior). The Base System plan is called a Counseling Checklist Record and the Senior System plan is a Support Form, but both serve the same purpose, documenting performance expectations and standards at the beginning of the rating period.

2. Performance Appraisals -- Both the Base and Senior Systems have a form to document the performance evaluation of the employee at the conclusion of the rating period. The appraisal form number for the Base System is DA Form 7223 and the number for the Senior System is DA Form 7222.

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ADDITIONAL GUIDANCE

Use the below checklist to ensure you have not overlooked anything when completing a performance evaluation.

Evaluation Report Checklist

Part I - Administrative

1. Does the rating period coincide with the Support Form?
2. Is the rating period correct?
3. Is the rating period at least 120 days?
4. Has the appropriate Reason for Submission been checked (e.g., Annual [include early, if applicable], or Special?)

Part II - Authentication

1. Has the report been signed by the Senior Rater (if required), Intermediate Rater (if applicable), Rater, and Ratee?

Part III - Awards

1. Was the award nomination and approval indicated only on an extra copy of page 1 of the evaluation?

Part IV - Duty Description

1. Are comments confined to the space provided (cannot exceed)?
2. Are counseling dates recorded?

Part Va - DA Values (Comments are encouraged - not mandatory)

1. Are comments in bullet form?
2. Are comments limited to no more than two lines per bullet?
3. Are comments double-spaced between bullets?
4. Are only positive comments listed (non-derogatory)?

Part Vb - Responsibilities (Rater)

1. Has rater assigned a rating to each responsibility?
2. Are comments written for any responsibility to be rated (required for responsibilities rated other than success; encouraged for those rated success)?
3. Are comments in bullet format?
4. Are comments limited to no more than two lines per bullet?
5. Are comments double-spaced between bullets?
6. If the ratee is a supervisor, are Responsibility #5, Supervision and Leadership, and responsibility 6, EEO and Affirmative Action, rated? Are there bullet comments?
7. Are comments confined to the space provided (cannot exceed)?

Intermediate Rater (if applicable)

1. Has the Intermediate Rater signed and dated Part II?
2. If the Intermediate Rater disagreed with the Rater and they could not work it out, has the Intermediate Rater given both views to the Senior Rater (preferably in writing)?

Part VI - Overall Performance (Senior Rater if used, Rater if no senior rater used)

1. Does the Overall Performance Rating agree with the rater's Responsibilities rating in part Va?
2. Are comments provided--both on Ratee's performance and potential?
3. If the Ratee is a Supervisor, and was rated above SUCCESSFUL LEVEL 3, was he/she rated EXCELLENCE in either or both of Responsibilities #5 and #6?
5. Are comments in bullet form?
6. Are comments limited to no more than two lines per bullet?
7. Are comments double-spaced between bullets?
8. Are comments confined to the space provided (cannot exceed)?
9. If the Senior Rater disagrees with the Rater and resolution through discussion/negotiation has not resulted in agreement, has he/she either directed or made the necessary changes?

DA Form 7223-1, Counseling Checklist/Record

1. Were copies attached to the appraisal?
2. Is the counseling checklist/record for the correct rating period?
3. Did the Ratee, Rater, Intermediate Rater (if appropriate), and Senior Rater (if required) initial and date the form?
4. Was at least a midpoint review completed, documented on the Checklist/Record, and initialed and dated at least by the Ratee and Rater?

5. Were main points of any counseling (e.g., initial and midpoint) annotated on the Checklist/Record?
6. If major changes were made to the support form during the rating period, did the Senior Rater (if used) also review and approve the modifications?
7. Was the performance plan in effect for at least 120 days?
8. If the plan was in effect for less than 120 days, was it due to administrative oversight? Is a statement of concurrence included, signed by the rater, ratee, and senior rater?
9. Has a copy of the performance appraisal been provided to the ratee?
10. Have 2 copies of the appraisal been received?

Responsibility Ratings

Excellence: Consistently exceeds level described by standards and documented expectations; frequently produces more and/or better than expected.

Success: Usually performs at the level described by the standards and documented expectations. Quality/quantity of accomplishments are generally at expected levels. Strengths clearly outweigh the weaknesses.

Needs Improvement: Sometimes performs at level described by standards and documented expectations. However, fails enough so that weaknesses slightly outweigh strengths.

Fails: Frequently fails to perform at levels described by standards and documented expectations. Rarely achieves expected results. Weaknesses clearly outweigh strengths.

Overall Ratings

Successful Level 1: Ratee with no supervisory duties is rated EXCELLENCE in at least 3 of the 4 Responsibilities and SUCCESS on the remainder. Ratee with supervisory duties is rated EXCELLENCE in 5 of the 6 Responsibilities--one must be either Supervision/Leadership or EEO/AA (both may be)-- and SUCCESS in the remainder.

Successful Level 2: Ratee with no supervisory duties is rated EXCELLENCE in either 1 or 2 of the Responsibilities and SUCCESS in the other non-supervisory Responsibility. Ratee with supervisory duties is rated EXCELLENCE in either 2 or 3 Responsibilities--one must be either Supervision/Leadership or EEO/AA (both may be)--and SUCCESS in the remainder.

Successful Level 3: Ratee with no supervisory duties is rated no lower than SUCCESS in responsibility. Ratee with supervisory duties is rated no lower than SUCCESS on any supervisory or nonsupervisory responsibility must include ratings on both Supervision/Leadership and EEO/AA.

Fair: Ratee is rated NEEDS IMPROVEMENT in 1 or more Responsibilities and NOT RATED FAILS IN ANY.

Unsuccessful: Ratee is rated FAILS in 1 or more Responsibilities--regardless of ratings assigned remaining Responsibilities.

Senior System Checklist

TAPES CHECK LIST - SENIOR SYSTEM

Senior System Civilian Evaluation Report
(DA FORM 7222)

PART II - AUTHENTICATION

- Rater and Senior Rater (if used) have signed and dated in IIa and IIc respectively.
- Ratee has signed after Rater/Senior Rater have assigned rating, and appropriate discussion has occurred.

PART IV - DUTY DESCRIPTION

- Contains brief description of duties and indicates whether the current position description is correct.

PART VI - PERFORMANCE EVALUATION

- The appropriate objective rating box is marked VIa.
- The total of the rated objectives (percent) matches the level of rating (in VIa).
- For supervisors or managers, the appropriate box is marked in VIa to indicate either YES or NO for Excellence in Org Mgt/Ldshp OR EEO/AA. (Specific objectives must appear in the Support Form for these).
- Bullet comments are annotated in VIb for any ratings above or below "S."

PART VIII - SENIOR RATER (When Used)

- The appropriate Overall Performance Rating block is marked in VIIIa.
- The overall rating in VIIIa matches the objective rating in VIa.
- No additional pages are attached to Evaluation Form.

CIVILIAN EVALUATION REPORT SUPPORT FORM (DA FORM 7222-1)

- The Support Form is attached to the DA Form 7222.
- The Rater at the appropriate level has initialed and dated in Part III, along with Ratee and Rater initials.
- Performance Plan has been in effect at least 120 days (based on date the Rater (or Senior Rater, if required) has initialed in Part III).
- Each rated Performance Objective has a rating properly annotated (E, S (please do not use "M"), NI or F) in pen or pencil to the left side.
- If ratee is a supervisor, there are specific objectives for Org Mgmt/LDR or EEO/AA in Part IVb of the DA Form 7222-1.

PERFORMANCE AWARDS

- Employees will not be nominated automatically for performance awards based on their ratings; however, if an award is proposed, there is a copy of page 1 of the Evaluation Report (DA Form 7222) with the proposed award documented in Part IIIb. When finally approved, the signature and date of the approving official will appear in Part IIIb and the award will be transmitted through appropriate channels.

BASE SYSTEM CIVILIAN PERFORMANCE COUNSELING CHECKLIST/RECORD

For use of this form see AR 690-400; the proponent agency is ODCSPER

PART I - ADMINISTRATIVE DATA

RATEE		RATER
ORGANIZATION		INTERMEDIATE RATER (Optional)
PAY PLAN, SERIES/GRADE	RATING PERIOD TO	SENIOR RATER
<p>PURPOSE. The primary purpose of counseling is to define organizational mission and values, discuss individual job expectations and performance, reinforce good performance/work related behavior, correct problem performance/work related behavior, and enhance the Ratee's ability to set and reach career goals. The best counseling is forward looking, concentrating on the future and what needs to be done better. Counseling should be timely. Counseling only at the end of the rating is too late since misunderstandings that impact performance and work related behavior cannot be resolved in time for improvement before the next annual rating.</p> <p>RULES FOR COUNSELING.</p> <ol style="list-style-type: none"> 1. Face-to-face counseling is mandatory for all civilians in the Base System. 2. Use this form along with a working copy of the Evaluation Form (DA Form 7223) and the Ratee's position description for conducting performance counseling and recording counseling content/dates. 3. Conduct initial counseling within at least the first 30 days of each rating period and again at the midpoint of the rating period. 		<p>AFTER COUNSELING</p> <ol style="list-style-type: none"> 1. Summarize key points of the counseling on the back of this form and initial in the block provided. You may attach additional pages. 2. Give the Ratee the form to review/initial. 3. If the Ratee gave written input, attach it. 4. Forward the checklist through the rating chain to the Senior Rater who should review and, when satisfied that requirements are in line with mission needs, initial and date the checklist and return it to you. 5. Give the Ratee a copy and keep the original to use for the next counseling session.
CHECKLIST - COUNSELING AT THE BEGINNING OF THE RATING PERIOD		CHECKLIST - LATER COUNSELING SESSIONS(S)
<p>PREPARATION</p> <ol style="list-style-type: none"> 1. Schedule the counseling session and notify the Ratee, suggest the Ratee write down or be ready to discuss accomplishments and requirements. 2. Get a copy of the Ratee's position description, rating chain, the counseling checklist, and a blank evaluation form. <p>Think how each Value and each Responsibility in Part V of the evaluation form applies.</p> <ol style="list-style-type: none"> 4. Decide what you consider necessary for success in each Value/Responsibility. Be specific. 5. Make notes to help you with counseling. <p>COUNSELING</p> <ol style="list-style-type: none"> 1. Explain the rating chain and the role of each rater. 2. Discuss the position description. If the Ratee has worked in the job before, ask if he/she believes the description is accurate. 3. Discuss items that require top priority effort (areas of special emphasis)—realizing this may change later. 4. Discuss each Value/Responsibility in Part V of the evaluation form. Ask the Ratee for ideas about what Values mean and how he/she might perform assigned duties. 5. Review the Ratee's written input if he/she provides it. 6. Discuss what tasks and level of performance you expect for Success. 7. If you and the Ratee have different views, discuss them until you both are clear on requirements. Even if the Ratee disagrees, he/she must understand what you expect. 8. Using the DA-established performance standards and the tasks to be accomplished give examples of Excellence to give the Ratee specifics to aim for. 9. Ask the Ratee about career goals and training needs. 		<p>PREPARATION</p> <ol style="list-style-type: none"> 1. Schedule the counseling session with the Ratee. Tell him/her to come prepared to discuss accomplishments and review requirements and effectiveness of any completed training. 2. Review notes from the last session. 3. Consider whether priorities/expectations have changed. 4. For each Value/Responsibility, ask these questions: What has the Ratee done? What has gone well? Why? What could have been done better? Why? 5. Make notes to help focus when counseling. <p>COUNSELING</p> <ol style="list-style-type: none"> 1. Discuss job requirements and areas of special emphasis and priorities that have changes or that are new. Ask the Ratee if he/she is having problems and needs your help. 2. If the Ratee gives written input, review it. 3. Tell how the Ratee is doing. Talk specific examples of observed actions/results. Discuss differences in your view of performance if needed. The goal is to help the Ratee succeed. 4. Give examples of Excellence that occurred or could have occurred. 5. At least during the midpoint counseling session, discuss the Ratee's career goals, the effectiveness of training, and the Ratee's potential to perform higher level or different tasks. <p>AFTER COUNSELING</p> <ol style="list-style-type: none"> 1. Follow the same procedures for documenting, initialing, and dating as you did for the initial session. 2. At the end of the rating period, use the checklist to prepare the Ratee's evaluation. Then attach the Counseling Checklist/Record to the performance evaluation for use by the rating chain. After the Senior Rater signs the performance evaluation, he/she returns it to the Rater to discuss with the Ratee. After the Ratee signs, the Rater submits the evaluation with the checklist to the servicing personnel for filing.

DA FORM 7223-1, MAY 93

Replaces DA Form 5397, DEC 86, which is obsolete on 31 DEC 94

DA RESPONSIBILITIES AND PERFORMANCE STANDARDS

To derive Responsibilities ratings, think about the tasks that were

FOR POSITIONS WITH SUPERVISORY DUTIES:

performed under each Responsibility and apply the following performance standards which are written at the Success (*Meets*) level; e.g., the Ratee usually:

TECHNICAL COMPETENCE. Has knowledge, skills and abilities to do work. Produces expected quality and volume. Meets deadlines. Works with right amount of supervision. Gets desired results.

ADAPTABILITY/INITIATIVE. Can work under pressure or during changing conditions. Is willing to try new ways. Suggests better ways to do business. Seeks/accepts developmental opportunities.

WORKING RELATIONSHIPS/COMMUNICATIONS. As a team member, works well with group and helps others to get the job done. Expresses ideas clearly. Follows instructions or asks for clarification. Shows respect and is courteous. Shows concern for customer.

RESPONSIBILITY/DEPENDABILITY. Accepts responsibility for own actions. Keeps work area in order and equipment maintained. Uses supplies, equipment and time as intended. Complies with DA emphasis programs, e.g., Total Army Quality (TAQ), safety, security, internal control, inventory management, quality assurance, EEO/AA. Schedules nonemergency leave in advance to avoid adverse impact to work unit effectiveness.

SUPERVISION/LEADERSHIP. Sets and communicates unit goals that reflect organizational goals. Implements/complies with appropriate DA emphasis programs. Sets standard/leads by example. Takes timely/appropriate personnel actions. Recruits/retains quality force. Motivates, challenges and develops subordinates, through counseling on expectations, performance, and career goals; evaluates timely/ Resolves conflict and maintains order.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION (EEO/AA). Applies EEO principles to all aspects of personnel management (e.g., hiring, training, work assignments/schedules, discipline, counseling and awards). As appropriate, takes immediate corrective action if sexual harassment or other discriminatory/unfair treatment is observed, reported or suspected. Provides leadership and emphasis to the execution of the Affirmative Employment Plan. Participates in EEO/AA activities and encourages subordinates to do so.

COUNSELING RECORD/INDIVIDUAL PERFORMANCE STANDARDS

DATE OF COUNSELING	RATEE/RATER/ INT. RATER/ SENIOR RATER INITIALS	KEY POINTS MADE
INITIAL		
LATER (Optional)		
MIDPOINT		
LATER (Optional)		

**TO BE USED FOR
ESTABLISHING
GS/KGS-8 AND BELOW
PERFORMANCE PLAN**

BASE SYSTEM CIVILIAN EVALUATION REPORT

For use of this form, see AR 690-400; the proponent agency is ASA(M&RA)

PART I - ADMINISTRATIVE DATA

a. NAME <i>(Last, First, Middle Initial)</i>	b. SSN	c. POSITION TITLE, PAY PLAN, SERIES AND GRADE
d. ORGANIZATION/INSTALLATION		e. REASON FOR SUBMISSION <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL
f. PERIOD COVERED <i>(YYYYMMDD)</i> FROM THRU	g. RATED MOS. <input type="checkbox"/>	h. RATEE COPY <i>(Check one and date)</i> <input type="checkbox"/> GIVEN TO RATEE <input type="checkbox"/> FORWARDED TO RATEE

PART II - AUTHENTICATION

a. NAME OF RATER <i>(Last, First, Middle Initial)</i>	SIGNATURE	DATE
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT		
b. NAME OF INTERMEDIATE RATER <i>(Optional)(Last, First, MI)</i>	SIGNATURE	DATE
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT		
c. NAME OF SENIOR RATER <i>(Last, First, Middle Initial) (If used)</i>	SIGNATURE	DATE
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT		
d. RATEE: I understand my signature does not constitute agreement or disagreement with the evaluations of the Rater and Senior Rater, and merely verifies Part I and Part IV data.	SIGNATURE OF RATEE	DATE

PART III - PERFORMANCE AWARD/QUALITY STEP INCREASE

PERCENT OF SALARY (EXCLUDES Locality Pay)	% <i>(OR)</i>	AWARD APPROVED BY
AMOUNT \$	<i>(OR)</i>	
QSI <i>(GS with Successful Level 1 Rating Only - minimum of 52 weeks must have elapsed since last QSI)</i> iO <i>(Grade/Step)</i>		DATE <i>(YYYYMMDD)</i> FUND CITE

PART IV - DUTY DESCRIPTION *(Ratee)*

a. DAILY DUTIES AND SCOPE *(To include appropriate: job assignment, facilities and equipment. Position Description is correct)* ☐ YES ☐ NO

TO BE USED FOR FOR GS-1 THROUGH GS-7 PERFORMANCE EVAUATION

b. AREAS OF SPECIAL EMPHASIS				
c. COUNSELING DATES FROM CHECKLIST/RECORD	INITIAL	LATER <i>(Optional)</i>	MIDPOINT	LATER <i>(Optional)</i>

PART V - VALUES *(Rater)*

VALUES Loyalty Duty Respect Selfless service Honor Integrity Personal courage	BULLET COMMENTS
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RATEE'S NAME (Last, First, Middle Initial)	SOCIAL SECURITY NUMBER	THRU DATE
b. RESPONSIBILITIES		Specific bullet examples of other than "SUCCESS," are mandatory. Specific bullet examples of "SUCCESS" are optional but encouraged.
1. TECHNICAL COMPETENCE Technical knowledges, skills, abilities Doing work right/on time Sound judgement <div style="display: flex; justify-content: space-between;"> EXCELLENCE (Exceeds std) SUCCESS (Meets std) NEEDS IMPROVEMENT FAILS </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>		
2. ADAPTABILITY AND INITIATIVE Adjusting to change - situations/people Trying new things Seeking self-development <div style="display: flex; justify-content: space-between;"> EXCELLENCE (Exceeds std) SUCCESS (Meets std) NEEDS IMPROVEMENT FAILS </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>		
3. WORKING RELATIONSHIPS & COMMUNICATIONS Supporting team Respecting others Expressing ideas clearly Listening/understanding <div style="display: flex; justify-content: space-between;"> EXCELLENCE (Exceeds std) SUCCESS (Meets std) NEEDS IMPROVEMENT FAILS </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>		
4. RESPONSIBILITY AND DEPENDABILITY Dependable/reliable Maintaining facilities/equipment Conserving supplies/time People/equipment safety <div style="display: flex; justify-content: space-between;"> EXCELLENCE (Exceeds std) SUCCESS (Meets std) NEEDS IMPROVEMENT FAILS </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>		
Numbers 5 and 6 apply to positions with some supervisory duties		
5. SUPERVISION AND LEADERSHIP Mission focused/performance oriented Sets standard/Leads by example Motivating/developing others Implementing DA emphasis program managing resources <div style="display: flex; justify-content: space-between;"> EXCELLENCE (Exceeds std) SUCCESS (Meets std) NEEDS IMPROVEMENT FAILS </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>		
6. EEO AND AFFIRMATIVE ACTION Respecting dignity Achieving planned actions Providing opportunity Solving problems <div style="display: flex; justify-content: space-between;"> EXCELLENCE (Exceeds std) SUCCESS (Meets std) NEEDS IMPROVEMENT FAILS </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>		
PART VI - SENIOR RATER (if used) or RATER (no senior rater used)		PART VII - SENIOR RATER (if used)
OVERALL PERFORMANCE <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 2px 10px;">1</div> <div style="border: 1px solid black; padding: 2px 10px;">2</div> <div style="border: 1px solid black; padding: 2px 10px;">3</div> <div style="background-color: black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; padding: 2px 10px;">4</div> <div style="background-color: black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; padding: 2px 10px;">5</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> SUCCESSFUL FAIR UNSUCCESSFUL (MUST Have Senior Rater Review) </div> <p>A completed DA Form 7223-1 was received with this report</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain) </div>		BULLET COMMENTS (Performance/Potential) <div style="height: 150px;"></div>

TO BE USED FOR
 FOR GS-1 THROUGH GS-7
 PERFORMANCE
 EVALUATION

SENIOR SYSTEM CIVILIAN EVALUATION REPORT SUPPORT FORM

For use of this form, see AR 690-400; the proponent agency is ASA(M&RA)

PART I - RATEE IDENTIFICATION

a. NAME OF RATEE (Last, First, Middle Initial)	b. PAY PLAN, SERIES/GRADE	c. ORGANIZATION/INSTALLATION
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PART II - RATING CHAIN - YOUR RATING CHAIN FOR THE EVALUATION PERIOD IS:

RATER	NAME	POSITION
INTERMEDIATE RATER (Optional)	NAME	POSITION
SENIOR RATER	NAME	POSITION

PART III - VERIFICATION OF FACE-TO-FACE DISCUSSION

The following face-to-face discussions of duties, responsibilities, performance objectives, standards, and accomplishments for the rating period to took

INITIAL	DATES	RATEE INITIALS	RATER INITIALS	INTERMEDIATE RATER INITIALS	SENIOR RATER INITIALS (If used)	DATE
MIDPOINT						

PART IV - RATEE (Complete a, b, c below for this rating period)

a. STATE YOUR SIGNIFICANT DUTIES AND RESPONSIBILITIES. DUTY TITLE IS:

b. INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES/INDIVIDUAL PERFORMANCE STANDARDS

TO BE USED FOR ESTABLISHING GS/KGS-9 AND ABOVE PERFORMANCE PLAN

c. LIST YOUR SIGNIFICANT CONTRIBUTIONS

TO BE USED FOR ESTABLISHING GS/KGS-9 AND ABOVE PERFORMANCE PLAN

SIGNATURE AND DATE

PART V - PERFORMANCE STANDARDS - SENIOR SYSTEM CIVILIAN POSITIONS

To derive Objectives ratings, apply the applicable performance standards below; the standards are written at the SUCCESS level, e.g., Ratee, in most cases:

TECHNICAL COMPETENCE. Exhibits technical knowledge, skills, and abilities to get desired results within established time frames and with the appropriate level of supervision. Sets and meets realistic milestones. Establishes priorities that reflect mission and organizational needs. Plans so that adequate resources are available. Makes prompt and sound decisions.

INNOVATION/INITIATIVE. Develops and implements or suggests better ways of doing business--methods, equipment, processes, resources. Seeks/accepts developmental opportunities. Serves on professional/technical committees, writes technical papers, joins professional societies to enhance personal knowledge and advance state-of-the-art of profession.

RESPONSIBILITY/ACCOUNTABILITY. Uses resources prudently and for intended purposes. Complies with DA emphasis programs, e.g., EEO/AA, safety/security, internal control, inventory management, quality assurance, personnel management, contract awards to small business concerns. Supports and encourages Total Army Quality (TAQ) approaches, e.g., team effort, continuous process/product improvement and customer satisfaction. Takes responsibility for personal errors, takes or proposes timely/adequate corrective measures. Establishes personal performance objectives that are challenging and reflect mission needs.

WORKING RELATIONSHIPS. Is an effective team player. Works well with group and others to get the job done. Exhibits a customer care attitude; e.g., shows respect to others; is courteous and seeks acceptable compromise in areas of difference.

COMMUNICATION. Provides or exchanges accurate/complete oral and written ideas and information in a timely manner. Listens effectively so that resultant actions show understanding of what was said. Coordinates so that all relevant individuals and functions are included in/informed of decisions and actions.

FOR SUPERVISORY POSITIONS ONLY:

ORGANIZATIONAL MANAGEMENT AND LEADERSHIP. Provides vision and communicates mission and organizational goals to all subordinates. Sets standard/leads by example. Implements/complies with appropriate DA emphasis programs. Secures/allocates/manages resources for effectiveness and efficiency. Takes timely and appropriate personnel actions. Develops subordinates through mentoring, counseling, providing challenging training and work assignments and timely performance evaluations. Recruits and retains high quality people by creating a positive environment that offers challenge and growth.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION (EEO/AA). Applies EEO principles to all aspects of personnel management (e.g., hiring, training, work assignments/schedules, discipline, counseling and awards). As appropriate, takes immediate corrective action if sexual harassment or other discriminatory/unfair treatment is observed, reported or suspected. Provides leadership and emphasis to the execution of the Affirmative Employment Plan. Participates in EEO/AA activities and encourages subordinates to do so.

PERIOD COVERED (YYYYMMDD)	RATEE'S NAME	SSN
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PART VI - PERFORMANCE EVALUATION (Rater)

a. PERFORMANCE DURING THIS RATING PERIOD

Comparison of individual objectives against accomplishments and DA-established performance standards resulted in the following objectives ratings:

☐ Excellence 75% or More Obj
 ☐ Excellence 25-74% Obj
 ☐ Success All or Excellence 1-24% Obj
 ☐ Needs Improvement 1 or More Obj
 ☐ Fails 1 or More Obj

Includes Excellence in Org Mgt/Ldshp OR EEO/AA

Obj for supv/mgr ☐ Yes ☐ No

b. BULLET EXAMPLES

BULLET COMMENTS

TO BE USED FOR GS-9 THROUGH GS-15 PERFORMANCE EVALUATIONS

PART VIII - SENIOR RATER (if used) or
RATER (no senior rater used)

PART IX - SENIOR RATER (if used)

OVERALL PERFORMANCE RATING

1
2
3
4
5

} SUCCESSFUL

 FAIR

 UNSUCCESSFUL
 (MUST Have Senior
 Rater Review)

BULLET COMMENTS (Performance/ Potential)

A completed DA Form 7222-1 was received with this report and considered in my evaluation and review:

☐ YES ☐ NO (Explain)

SENIOR SYSTEM CIVILIAN EVALUATION REPORT

For use of this form, see AR 690-400; the proponent agency is ASA(M&RA)

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial)	b. SSN	c. POSITION TITLE, PAY PLAN, SERIES AND GRADE
d. ORGANIZATION/INSTALLATION		e. REASON FOR SUBMISSION <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL <input type="checkbox"/> INTERN
f. PERIOD COVERED (YYYYMMDD) FROM THRU	g. RATED MOS. <input type="checkbox"/>	h. RATEE COPY (Check one and date) <input type="checkbox"/> GIVEN TO RATEE <input type="checkbox"/> FORWARDED TO RATEE

PART II - AUTHENTICATION

a. NAME OF RATER (Last, First, Middle Initial)	SIGNATURE	DATE
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT		
b. NAME OF INTERMEDIATE RATER (Optional)(Last, First, MI)	SIGNATURE	DATE
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT		
c. NAME OF SENIOR RATER (Last, First, Middle Initial)(If used)	SIGNATURE	DATE
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT		
d. RATEE: I understand my signature does not constitute agreement or disagreement with the evaluations of the Rater and Senior Rater, and merely verifies Part I and Part IV data.	SIGNATURE OF RATEE	DATE

PART III - PERFORMANCE AWARD/QUALITY STEP INCREASE

a. SES - AWARD, BONUS/ SALARY INCREASE	RECOMMENDATIONS				b. ST, SL, GM, GS, WS - PERFORMANCE AWARD/QSI	
	RATING (1)	SALARY (2)		PERFORMANCE AWARD - BONUS (3)	PERCENT OF SALARY (EXCLUDES Locality Pay)	% (OR)
		YES	NO	YES	NO	AMOUNT \$
RECOMMENDING OFFICIALS						
RATER						
INTERMEDIATE RATER						
PERFORMANCE REVIEW BOARD					DATE (YYYYMMDD)	FUND CITE
SENIOR RATER						

DAILY DUTIES AND SCOPE (To include as appropriate: people, equipment, facilities, and dollars). Position Description (DA Form 374) is correct: ☐ YES ☐ NO

TO BE USED FOR GS-9 THROUGH GS-15 PERFORMANCE EVALUATIONS

PART V - VALUES (Rater)

VALUES Loyalty Duty Respect Selfless service Honor Integrity Personal courage	BULLET COMMENTS
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INCENTIVE AWARD NOMINATION AND APPROVAL

For use of this form, see AR 672-20; the proponent agency is Office of the Deputy Chief of Staff for Personnel

PART 1 - TO BE COMPLETED BY OPERATING OFFICE

1. EMPLOYEE'S LAST NAME - FIRST NAME - MI		2. SOCIAL SECURITY NO.	3. ORGANIZATION (No abbreviations)	
4. PRESENT POSITION, TITLE, GRADE AND SALARY			5. POSITION HELD DURING PERIOD COVERED IN NOMINATION (If other than that shown in item 4)	
6. TYPE OF AWARD RECOMMENDED				
ALL NOMINATIONS WILL BE JUSTIFIED AND INCLUDE THE DOCUMENTATION REQUIRED BY DA PAM 672-20.				
a.	HONORARY		b.	MONETARY
	DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	COMMANDER'S AWARD FOR CIVILIAN SERVICE		QUALITY STEP INCREASE
	MERITORIOUS CIVILIAN SERVICE AWARD	ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE		PERFORMANCE AWARD \$
	SUPERIOR CIVILIAN SERVICE AWARD	CERTIFICATE OF ACHIEVEMENT		SPECIAL ACT/SERVICE AWARD \$
	OTHER (Specify)			ON-THE-SPOT CASH AWARD \$
c. PERIOD OF SERVICE TO BE RECOGNIZED (MO/YR - MO/YR)			TIME OFF AWARD	
7. NOMINATING OFFICIAL				
a.	TYPED NAME AND TITLE	b.	SIGNATURE	c. TELEPHONE NUMBER
				AREA CODE ()
				d. DATE

PART II - TO BE COMPLETED ONLY FOR AWARDS FORWARDED TO HQDA (DAPE-CPL)

8. INDICATE IF NOMINATION IS CONSISTENT WITH PARAGRAPH 2-2 IN AR 672-20 (Circle yes or no - If no, please explain on separate page)

YES	a. TYPED NAME EQUAL EMPLOYMENT OPPORTUNITY OFFICER	b. SIGNATURE	c. DATE
NO			
YES	d. TYPED NAME CIVILIAN PERSONNEL OFFICER	e. SIGNATURE	f. DATE
NO			

PART III - TO BE COMPLETED BY LOCAL INCENTIVE AWARDS COMMITTEE - RECOMMEND

9.	APPROVAL <input type="checkbox"/>	DISAPPROVAL <input type="checkbox"/>	OTHER <input type="checkbox"/>
COMPLETE FOR MONETARY AWARDS RECOMMENDED			
AMOUNT RECOMMENDED \$	TANGIBLE MONETARY BENEFITS \$	INTANGIBLE BENEFITS	ESTIMATED FIRST YEAR SAVINGS \$

PART IV TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY (IES)

ACTION LEVEL	APPROVED (If monetary, indicate amount)	DIS-APPROVED	ADDITIONAL CASH AWARD	SIGNATURE, TITLE AND DATE
10. LOCAL COMMITTEE CHAIRPERSON				
11. INSTALLATION COMMANDER OR DESIGNATED REPRESENTATIVE				
12. MAJOR COMMAND REVIEW COMMITTEE				
13. COMMANDER OF MAJOR COMMAND OR DESIGNATED REPRESENTATIVE				
14. DEPARTMENT OF THE ARMY INCENTIVE AWARDS BOARD				